



# MIAMI BEACH

## Announcement of Open Position

### **FLEET SERVICE REPRESENTATIVE**

\$ 1,237.18 BI-WEEKLY SALARY

Open: 11/03/2008 8:30 A.M.

Close: Until Filled

### NATURE OF WORK

Multi-functional position that performs difficult technical and routine administrative work in the coordination of vehicle service and parts, including tracking the flow from entry point to the ready line. Maintains vehicle, parts, labor, sublet, and warranty records in the fleet management system. Customer service is the top priority job. Implement a new spirit of cooperation and encourage teamwork towards a common goal of customer satisfaction. Managing the flow of vehicles from entry point to ready line, while coordinating customer complaints, scheduling mechanics labor hours and acquiring parts in a timely manner, including parts inventory tracking. Schedules work with outside vendors and ensure timeliness and quality expectations are met.

### MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- One (1) year experience in a customer service fleet environment
- One (1) year experience in automotive inventory control
- Ability to lift up to 30 pounds
- Driver's license
- Shift work including nights, weekends, and holidays

**This position is represented by: A.F.S.C.M.E (American Federation of State, County, and Municipal Employees)**

### TO APPLY

**Please fill out and submit an application through the following ways:**

**E-MAIL:** Applications can be downloaded from the City's website [www.miamibeachfl.gov](http://www.miamibeachfl.gov)  
And then e-mailed to: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

**IN PERSON:** Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),  
Miami Beach City Hall, Human Resources Department, 3<sup>rd</sup> Floor

**BY MAIL:** Miami Beach City Hall  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**(Mailed applications should be received by the closing date specified on the job announcement)**

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 1615  
UC NO: 08-CO-1-454

EOE/AA/ADA/VET PREF